

Amendments and corrections to Vital Records

Adding a father to a birth certificate when none is already listed (Paternity):

Arizona law ([§36-334](#)) requires that if a mother is not married at the time a child is born and has not been married any time during the preceding 10 months, no father will be named on the birth certificate unless both parents file sworn statements or unless so ordered by a court of competent jurisdiction.

Sworn Statements (Acknowledgment of Paternity):

If both parents are in agreement as to the identity of the biological father of a child they may establish paternity by filing an "Acknowledgment of Paternity" form. These forms are available at all birthing hospitals, the Office of Vital Registration, the Arizona Department of Economic Security's [Child Support Enforcement](#) offices and many of the county registrar's offices.

Parents may choose to complete the Acknowledgment of Paternity at the hospital when the child is born or may do it later. In either case, the father's name will not be added to the birth certificate until the form is filed with the Office of Vital Registration or the DES Hospital Paternity Program.

The Acknowledgment of Paternity form is a two-part form that must be completed in **BLACK INK** and may contain **NO ERRORS**. If there are any errors, white-outs, changes, strikeouts or other alterations, or other color ink used on the form it will be rejected. Both parents must sign the Acknowledgment of Paternity form and both signatures must be notarized or witnessed. **PLEASE NOTE:** The second page must also be signed separately and notarized or witnessed. Failure to sign both pages or lack of a notary on any signature will cause the form to be rejected. Acknowledgment of Paternity can also be used to change the child's surname to the father's last name. Also note that babies from birth to 3 months you can change any part of the child's name with the Acknowledgment of Paternity. This process can also be done by mail, by mailing your completed Acknowledgment of Paternity form to:

Office of Vital Registration
P.O. Box 2111
Phoenix, AZ 85001

Please include and complete an application form for the new amended birth certificate, along with your \$23.00 fee. Acceptable forms of payment are traveler's check, cashiers check or money order made payable to the Office of Vital Registration. We also accept debit/credit cards. You will need to submit a copy of your valid government issued ID or have your signature notarized on the application. If you do not include payment with your acknowledgment, you will be required to pay the fee before any certified copies will be issued to you.

Either parent named on the Acknowledgment of Paternity may bring the completed form to the Office of Vital Registration at 3221 N. 16th Street in Phoenix. If the date of birth is 1997 to present, we can usually complete the process and issue certified copies the same day. All others will be mailed.

Walk-in customers are served in the order they arrive between 8:00 a.m. and 4:00 p.m., Monday through Friday.

You may also mail the completed Acknowledgment of Paternity form to the Hospital Paternity Program. The mailing address is:

Hospital Paternity Program
P.O. Box 40458
Phoenix, Arizona 85067

Please include a traveler's check, cashier's check or money order made payable to the Office of Vital Records. If you do not include payment with your acknowledgment, you will be required to pay the fee before any certified copies will be issued.

The Acknowledgment of Paternity correction to a birth certificate costs \$23.00, which includes one certified copy of the birth certificate with the father's name on it. Additional certified copies are \$10.00.

Court Ordered Paternity:

There are many reasons why a court may issue an order establishing paternity. Regardless of the reason, the order may be filed with the Office of Vital Registration directly by the Court, the agency that petitioned the Court for the order, or one of the parents may deliver it in person. If you decide to bring a court order to the Office of Vital Registration in person, you must bring a **certified copy** of the court order with you.

Please Note: All court orders that were granted and final after Aug. 25, 2004 must contain verbiage stating – “It is order that the Office of Vital Records amend the birth certificate of the following change(s)”.
[§36-337.4](#)

Walk-in customers are served in the order they arrive between 8:00 a.m. and 4:00 p.m., Monday through Friday.

The processing of a court ordered paternity costs \$23.00 and is NOT paid by the Court. If the order is filed by the Court and an application for certified copies is received later, the applicant must pay the fee before the certified copies can be issued. The \$23.00 fee includes one certified copy of the birth certificate with the father's name on it. Additional certified copies are \$10.00.